

SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL

REQUEST FOR PROPOSAL
CUSTOM FILE FOLDERS

RFPNUMBER 10-02 File Folders

PROPOSALS DUE BY
June 2, 2010 by 1:30 p.m.

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I. INTRODUCTION – SUMMARY OF THE INTENDED PROCUREMENT

1.1 Issuing Body

The Superior Court of California, COUNTY OF IMPERIAL is issuing this Request for Proposal ("RFP") to provide the Court with competitive bids for Custom File Folders.

1.2 RFP Layout and Sections

This RFP is laid out in sections as follows:

1. Introduction – Summary of the Intended Procurement
2. Procurement and Evaluation Process
3. Statement/Scope of Work
4. Proposal Format and Content
5. Attachments

1.3 Project Overview

The Court is requesting proposals from highly qualified vendors with expertise in establishing a mechanism under which the courts may purchase custom file folders per specifications listed in this RFP.

The Court intends to award to a vendor that is able to provide a mechanism for file folder ordering, as further described in this RFP. However, the Court reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The Court further reserves the right to make no award and to modify or cancel, in whole or in part, this RFP.

II. PROCUREMENT AND EVALUATION PROCESS

2.1 Procurement Schedule and General Instructions

The Court has developed the following list of key events from RFP issuance through notice of award. All deadlines are subject to change at the Court's discretion.

No.	EVENTS	Key Dates
1	Issue RFP	Thursday, April 29, 2010
2	Conference Call – Phone # to call 888-861-1255 (toll free) Participant number 250757# Once on the call – to mute use *6	Thursday, May 6, 2010 – 10:00 a.m.
3	View file folders/jackets	Wednesday, May 12, 2010 from 8:00-1:00 and 3:00-5:00
4	Deadline to submit questions to court via email. Email to Submittal Contact listed in 2.1.1	Tuesday, May 18, 2010 by 5:00 p.m.
5	Questions and answers posted to court website www.imperial.courts.ca.gov	Thursday, May 20, 2010 by 5:00 p.m. (Pacific Time)
6	Proposal Due Date and Time	Wednesday, June 2, 2010 by 1:30 p.m.
7	Notice of Award (estimated)	Friday, June 11, 2010

The RFP and any addenda that may be issued will be available on the following website(s), referred to individually and collectively as "Court website": www.imperial.courts.ca.gov

2.1.1 Contact List

Submittal Contact:	Chris Rubin 1625 West Main Street, 2 nd Floor El Centro, CA 92243 Email: chris.rubin@imperial.courts.ca.gov
Award Officer	Terri Darr 1625 West Main Street, 2 nd Floor El Centro, CA 92243
Executive Officer	Kristine Kussman 939 West Main Street El Centro, CA 92243

2.1.2 Disposition of Material and Confidential or Proprietary Information

All materials submitted in response to the solicitation document will become the property of the Court and will be returned only at the Court's option and at the expense of the vendor submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public record. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the vendor's proposal as it may be made available to the public.

2.1.3 Proposal Preparation Costs

Vendors submitting proposals do so entirely at their expense. There is no express or implied obligation by the Court to reimburse a vendor for any costs incurred in preparing or submitting proposals, providing additional information when requested by the Court, participating in any selection interviews or product demonstrations, or participating in this procurement.

Vendors are required to provide one folder or jacket proposed, with color bars, on attachment D #1-15 and #21-25. Exclude Extra Volume File Folders #16-20. The current file folders and jackets can be viewed at 1625 West Main Street, El Centro, CA 92243 on Wednesday, May 12, 2010 from 8:00 a.m. to 1:00 p.m. and 3:00 p.m. to 5:00 p.m.

2.2 Pre-Submittal Process

2.2.1 Request for Clarifications or Modifications

Vendors interested in responding to this solicitation may submit questions on procedural matters related to the RFP or requests for clarification or modification of this solicitation document. If the vendor is requesting a change, the request must set forth the recommended change and the vendor's reasons for proposing the change. All questions and requests must be submitted in writing to the Submittal Contact listed in Section 2.1.1 no later than the date specified in Section 2.1, Procurement Schedule and General Instructions. Questions or requests submitted after the due date will not be answered.

Without disclosing the source of the question or request, the Submittal Contact will post a copy of the questions and the Court's responses on the Court website.

2.2.2 Ambiguity, Discrepancies, Omissions

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide the Submittal Contact, listed in Section 2.1, written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the Court may modify the solicitation document,

prior to the date fixed for submission, of proposals by posting the addendum on the Court website.

If, prior to the date fixed for submission of proposals, a vendor submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the Court of the error, the vendor shall propose at its own risk. If the vendor is then awarded, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

2.2.3 Contact with Court

Vendors are specifically directed NOT to contact any Court personnel or consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award. Unauthorized contact with any Court personnel or consultants may be cause for rejection of the vendor's response.

2.2.4 RFP Addenda

The Court may modify this solicitation document prior to the last date when questions and answers are posted to the Court website as identified in Section 2.1 by posting an addendum on the Court's website. If any potential vendor determines that an addendum unnecessarily restricts its ability to propose, it must notify the Submittal Contact listed in Section 2.1.1 no later than three (3) business days following the date the addendum is provided or posted.

Pricing shall reflect all addenda issued by the Court. Failure to do so will permit the Court to interpret the proposal to include all addenda issued in any resulting award.

2.3 Submission of Proposals

2.3.1 Proposal Delivery

The following must be received no later than the Proposal Due Date and time specified in Section 2.1 (the "Proposal Closing Time") at the address listed in Section 2.1.1 for the Submittal Contact:

- One unbound original
- 3 bound hard copies of the proposal
- One complete set of sample folders/jackets with color bars. Include one sample for each on attachment D, #1-15 and #21-25. Exclude Extra Volume File Folders #16-20.

All proposals must be submitted in single envelopes that are sealed. The outside envelope must be clearly marked with the RFP Number, Project Title, the Proposal Due Date, and the proposer's name. Proposals received prior to the Proposal Closing Time that are marked properly will be securely kept, unopened until the Proposal Closing Time. Late proposals will not be considered.

All proposals must be delivered via U.S. Mail, common carrier, or hand delivery. A receipt should be requested for hand delivered material.

The proposer is solely responsible for ensuring that the full proposal is received by the Court in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The Court shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or missed delivery.

2.3.2 Amendment or Withdrawal of Proposals

A vendor may amend its proposal prior to the Proposal Closing Time. All amendments must be in writing and received by the Court prior to the Proposal Closing Time. A vendor may withdraw its proposal at any time prior to the Proposal Closing Time by notifying the Submittal Contact listed in Section 2.1.1 in writing of its withdrawal. Amendments or withdrawals offered in any other manner, than described above will not be considered. Proposals cannot be amended or withdrawn after the Proposal Closing Time.

2.3.3 Mistake in Proposal

If, prior to an award, a proposer discovers a mistake in their proposal that renders the proposer unwilling to perform under any resulting award, the proposer must immediately notify the Submittal Contact listed in Section 2.1.1 in writing and request to withdraw the proposal.

2.3.4 Error in Submitted Proposals

If an error is discovered in a vendor's proposal, the Court may at its sole option retain the proposal and allow the proposer to submit certain arithmetic corrections. The Court may, at its sole option, allow the proposer to correct obvious clerical errors. In determining if a correction will be allowed, the Court will consider the conformance of the proposal to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

If the proposer's intent is clearly established based on review of the complete proposal submitted, the Court may, at its sole option, allow the proposer to correct an error based on that established intent.

2.3.5 Authorized Signatures, Validity Period of Proposals

Proposals must include the vendor name, address, telephone, facsimile numbers and e-mail address. The proposal must be signed by a duly authorized officer or employee of the vendor and include the name, title, address, and telephone number of the individual who is the proposer's designated representative.

Proposals will be valid for ninety (90) days after the Proposal Due Date specified in Section 2.1. In the event a final award has not been made by the date specified in Section 2.1, the Court reserves the right to negotiate extensions to the Proposal Validity Date.

2.3.6 Knowledge of Requirements

The vendor shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the proposer's sole risk.

Proposers shall be responsible for knowledge of all items and conditions contained in their proposals and in this RFP, including any Court issued clarifications, modifications, amendments, or addenda. The Court will post addenda and clarifications to the Court website; however, it is the proposer's responsibility to ascertain that the proposal includes all addenda issued prior to the Proposal Due Date.

2.4 Overview of Evaluation Process

2.4.1 Evaluation Committee

The Court will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. All proposals received from vendors will be reviewed and evaluated by a committee of qualified personnel ("Evaluation Committee"). The name, units, or experience of the individual members will not be made available to any vendor.

2.4.2 Reservation of Rights

The Court reserves the right to reject any or all proposals, in whole or in part, and may or may not waive any immaterial deviation or defect in a proposal.

The Court's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse a vendor from full compliance with solicitation document specifications.

If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements of the

solicitation document. Material deviations cannot be waived.

Unless otherwise specified in the solicitation, the Court may accept any item or combination of items as specified in the solicitation, of any proposal unless the proposer expressly restricts an item or combination of items in its proposal and conditions its response on receiving all items for which it provided a proposal. In the event that the proposer so restricts its proposal, the Court may consider the proposer's restriction and evaluate whether the award on such basis will result in the best value to the Court or may determine in its sole discretion that such restriction is non-responsive and renders the proposer ineligible for further evaluation.

The Court reserves the right to negotiate with proposers who have presented, in the opinion of the Evaluation Committee, the best proposal in an attempt to reach an agreement. If no agreement is reached, the Court can negotiate with other proposers or make no award under this RFP. At any time the Evaluation Committee can reject all proposals and make no award under this RFP. Moreover, the Court reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with vendors to gather additional information.

Proposals that contain false or misleading statements may be rejected if, in the Court's opinion, the information was intended to mislead the Court regarding a requirement of the solicitation document.

2.4.3 Budget Sheets (Attachment D)

All figures entered on the budget sheets must be clearly legible and must be printed in ink or type written. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by the person signing the proposal. .

Where more than one line item is specified in the solicitation, the Court reserves the right to determine the highest evaluated proposer, either on the basis of individual items, combination of items as specified in the solicitation, or on the basis of all items included in the solicitation, unless otherwise expressly provided.

2.4.4 Requests for Additional Information

The Court reserves the right to seek clarification or additional information from any proposer throughout the solicitation process. The court may require a proposer's representative to answer questions during the evaluation process with regard to the vendor's proposal. Failure of a proposer to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal nonresponsive.

2.5 Evaluation Criteria

Proposals will be evaluated to determine the proposal or proposals that offer the best value to the Court. The evaluation will be based upon the following criteria, listed in no particular order. Although some factors are weighted more than others, all are considered necessary, and a proposal must be technically acceptable in each area to be eligible for award. With regards to cost, the Court reserves the right, in its sole discretion, to reject any proposal whose price is outside of the competitive range.

- a. **Cost/Pricing factors.**
- b. **Quality of the folder samples provided and ability of vendor to provide samples that match RFP criteria**
- c. **Customer Service**
- d. **References**
- e. **Experience on similar size and scope of projects.**

2.6 Negotiations

If the Court desires to enter into negotiations, they will do so with one or more proposers, at their discretion. If the Court enters into negotiations and no award is reached, the Court can negotiate with the

other proposers or make no award under this RFP. The Court reserves the right to make an award without negotiations.

2.7 Award

The Evaluation Committee will make a final recommendation for award. Upon award, the successful proposer(s) will be required to provide a certificate of insurance in conformance with the requirements set forth in the Terms and Conditions within thirty (30) business days of award. Awards are not effective until the Court provides the vendor notice. The proposer will be required to provide a W-9 within ten (10) business days of award.

2.8 Protest Procedures

2.8.1 General

Failure of proposer to comply with the protest procedures set forth in this Section will render a protest inadequate and untimely, and will result in rejection of the protest. In no event shall a protest be considered if all submittals are rejected or after an award has been executed.

2.8.2 Prior to Submission of Proposal

An interested party that is an actual or prospective proposer with a direct economic interest in the procurement may file a protest based on allegedly restrictive or defective specifications or other improprieties in the solicitation process that are apparent, or should have been reasonably discovered prior to the submission of a proposal. Such protest must be received prior to the Proposal Closing Time.

The protestor will have exhausted all administrative remedies specified in Section 2.2.1, Request for Clarification or Modifications; Section 2.2.2, Ambiguity, Discrepancies, Omissions; Section 2.2.4, RFP Addenda; and this Section as applicable, prior to submitting the protest. Failure to do so may be grounds for denying the protest.

2.8.3 After Award

A vendor submitting a proposal may protest the award based on allegations of improprieties occurring during the proposal evaluation or award period if it meets all of the following conditions:

- a. The vendor has submitted a proposal that it believes to be responsive to the solicitation document.
- b. The vendor believes that its proposal meets the administrative and technical requirements of the solicitation, proposes items and/or services of proven quality and performance, and offers a competitive cost; and
- c. The vendor believes that the Court has incorrectly selected another vendor submitting a proposal for an award.

Such protests must be received no later than five (5) business days after the protesting party receives a no-award notification.

2.8.4 Form of Protest

A vendor who is qualified to protest should submit the protest to the individual listed in the Submission of Proposal section of this RFP who will forward the matter to the appropriate Awarding Officer.

- a. The protest must be in writing and sent by certified or registered mail or delivered personally to the address noted above. If the protest is hand-delivered, a receipt must be requested.
- b. The protest shall include the name, address, telephone and facsimile numbers of the party protesting or their representative.

- c. The title of the solicitation document under which the protest is submitted shall be included.
- d. A detailed description of the specific legal and factual grounds of protest and any supporting documentation shall be included.
- e. The specific ruling or relief requested must be stated.

The Court, at its discretion, may make a decision regarding the protest without requesting further information or documents from the protestor. Therefore, the initial protest submittal must include all grounds for the protest and all evidence available at the time the protest is submitted. If the protestor later raises new grounds or evidence that was not included in the initial protest but which could have been raised at that time, the Court will not consider such new grounds or new evidence.

2.8.5 Determination of Protest Submitted Prior to Submission of Proposal

Upon receipt of a timely and proper protest based on allegedly restrictive or defective specifications or other improprieties in the solicitation process that are apparent, or should have been reasonably discovered prior to the submission of a proposal, the Court will provide a written determination to the protestor prior to the Proposal Closing Time. If required, the Court may extend the Proposal Closing Time to allow for a reasonable time to review the protest. If the protesting party elects to appeal the decision, the protesting party will follow the appeals process outlined below and the Court, at its sole discretion, may elect to withhold the award until the protest is resolved or denied or proceed with the award and implementation of the award.

2.8.6 Determination of Protest Submitted After Submission of Proposal

Upon receipt of a timely and proper protest, the Court will investigate the protest and will provide a written response to the vendor within a reasonable time. If the Court requires additional time to review the protest and is not able to provide a response within ten (10) business days, the Court will notify the vendor. If the protesting party elects to appeal the decision, the protesting party will follow the appeals process outlined below and the Court, at its sole discretion, may elect to withhold the award until the protest is resolved or denied or proceed with the award.

2.8.7 Appeals Process

The Awarding Officer's decision shall be considered the final action by the Court unless the protesting party thereafter seeks an appeal of the decision by filing a request for appeal with the Court Executive Officer noted in Section 2.1.1 within five (5) calendar days of the issuance of the Awarding Officer's decision.

The justification for appeal is limited to:

- A. Facts and/or information related to the protest, as previously submitted, that were not available at the time the protest was originally submitted; or
- B. The Awarding Officer's decision contained errors of fact, and that such errors of fact were significant and material factors in the Awarding Officer's decision; or
- C. The decision of the Awarding Officer was in error of law or regulation.

The request for appeal shall include:

- 1. The name, address telephone and facsimile numbers of the vendor filing the appeal or their representative;
- 2. A copy of the Awarding Officer's decision;
- 3. The legal and factual basis for the appeal; and
- 4. The ruling or relief requested. Issues that could have been raised earlier will not be considered on appeal.

Upon receipt of a request for appeal, the Court Executive Officer or their designee will review the request and the decision of the Awarding Officer and shall issue a final determination. The decision of the Court Executive Officer or their designee shall constitute the Court's final action.

2.8.8 Protest Remedies

If the protest is upheld, the Court will consider all circumstances surrounding the procurement in its decision for a fair and reasonable remedy, including the seriousness of the procurement deficiency, the degree of prejudice to the protesting party or to the integrity of the competitive procurement system, the good faith efforts of the parties, the extent of performance, the cost to the Court, the urgency of the procurement, and the impact of the recommendation(s). The Court may recommend any combination of the following remedies:

- a. Terminate the award for convenience;
- b. Re-compete the award;
- c. Issue a new solicitation;
- d. Refrain from exercising options to extend the term under the award, if applicable;
- e. Issue an award consistent with statute or regulation; or
- f. Other such remedies as may be required to promote compliance.

III. STATEMENT/SCOPE OF WORK

The purpose of this bid is to purchase custom file folders court-wide per the specifications on the attached Budget Sheets, Attachment D. This section of the RFP describes the services to be provided by the awarded vendor.

3.1 General Requirements

3.1.1 Order process

The vendors ordering process shall ensure that all courts needs are addressed and acknowledged.

3.1.2 Customer Service

The vendor's customer service process shall ensure that all customer service issues are addressed in a consistent manner, including problem escalation and resolution. The customer service process includes, but is not limited to:

- Customer service organizational structure
- Contact process (phone, email, fax, etc.)
- Follow up process
- Process to handle back ordered or out-of-stock products
- Internal procedures to track customer service contact and resolution
- Escalation process to resolve outstanding customer service issues

3.1.3 Delivery Requirements and Shipping Costs

Delivery shall be made as required on a Purchase Order to be established by the court. All deliveries will be made F.O.B destination as freight pre-paid. Vendors should assume that all deliveries will be Inside Deliveries as designated by a representative of the Court placing the order. Inside Delivery refers to a delivery to other than a loading dock, front lobby, or reception area. Specific delivery instructions will be noted on the order form or Purchase Order. Any damage to the building interior, scratched walls, damage to the freight elevator, etc., will be the responsibility of the vendor. When damage does occur, it is the responsibility of the vendor to immediately notify the Court.

The vendor shall bear the risk of loss or damage to the ordered goods until the goods are delivered to the place of business indicated on the Purchase Order.

Freight, Shipping and Delivery costs. Vendor to itemize freight or shipping charges as a separate line item on the invoice so that the appropriate tax can be calculated and invoicing and payment problems can be avoided.

3.1.4 Packaging

All boxes/cartons shall be of durable construction, good condition, properly labeled and suitable in every respect for storage and handling of contents. All boxes should be numbered sequentially, marked with case number sequence, and quantity per box. Vendor is responsible for delivering product at designated areas and placing in sequence order.

3.1.5 Defective File Folders

Any file folders found defective will be returned to the vendor at vendor's expense and replaced free of charge. Defective file folders shall be replaced or monies refunded within ten (10) working days after the vendor is notified.

3.1.6 Rejection of Goods

The vendor will arrange for the return of all mis-ordered, mis-shipped, returned, or damaged items at no cost to the Court. There will be no restocking fee for return of items that are damaged or shipped by the vendor in error. The vendor will not charge the Court for the return of any mis-ordered, mis-shipped or damaged items.

3.1.7 Inventory Requirements

The Court has an ongoing requirement for the products indicated in this RFP. The vendor or vendors awarded, if any, shall maintain access to a reasonable stock of such products on hand for the term of the award. Failure to maintain access to a reasonable stock may result in termination for default of the vendor's award.

3.1.8 Invoicing

All invoices will be billed according to Purchase order instructions. Invoices must have the following information included; purchase order number must be referenced on all invoices, itemized list of file folders shipped, all freight or shipping charges should be listed separately (non-taxable).

3.1.9 File Folder Specifications

For file folder specifications see Attachment D, Budget Sheets. Please give detailed pricing as specified on budget sheets. Please quote a delivered price, all-inclusive.

3.1.10 Quantities

The quantities noted on Attachment D, Budget Sheets, cover an estimated one-year period. This does not mean that the awarded vendor is to process the entire order at one time. The Court generally places two orders per year.

3.1.11 Proofs

The Court will require that the awarded vendor supply the Court with one set of proofs for all case types as part of the RFP and again, if necessary, before production begins (pre-production proof). The court will review, make any necessary changes, and have final authority over all case types. Orders processed without prior approval may be rejected and will become the vendor's responsibility.

3.2 Courts Responsibilities

- The Court will appoint a point of contact for each facility for order processing
- Proactively assist with resolution of issues with any aspect of the work

- The Court will supply to the awarded vendor the number sequence for all case types to be printed on the color bar strips.

IV. PROPOSAL FORMAT AND CONTENT

Responsive proposals should provide straightforward, concise information that satisfies the requirements of this solicitation. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the Court's instructions, requirements of this solicitation, and the completeness and clarity of content.

4.1 Company and Subcontractor Information (Shall not exceed two pages)

4.1.1 Company Background Information

The Court requires the vendor to be a reputable company of strong financial standing experience in providing custom file folders. The vendor's proposal must provide the information requested below. If the proposer is a joint venture, information about both parties must be submitted separately. The information to be provided is as follows:

- Complete name and address, telephone and facsimile numbers, e-mail address, contact person.
- Federal Tax Identification Number
- If incorporated, State in which incorporated.
- A short narrative description of the vendor's organization.
- Total number of years in business.
- Number of years providing products and services similar in size and scope to those requested in this RFP.
- Annual contract value of the vendor's three (3) largest contracts for similar products and service in the past three (3) years.
- Describe the vendor's experience as it pertains to providing products and services similar in size, complexity and scope to those required under this RFP and in the manner required pursuant to this RFP.

4.1.2 Vendor Information, Validity, and Authorized Signature

The Company background should include the vendor information, validity period of RFP Response, and authorized signature as required in Section 2.3.5.

4.1.3 Subcontractors

If Subcontractors are proposed for the RFP, provide the following information for each Subcontractor:

- Complete name and address, telephone and facsimile numbers, e-mail address, contact name.
- Federal Tax Identification Number.
- If incorporated, State in which incorporated.
- A short narrative description of the vendor's organization.
- Principal type of business
- Total number of years in business
- Number of years providing products and services similar in size and scope to those requested in this RFP.
- Annual contract value of the vendor's three (3) largest contracts for similar products and services in the past three (3) years.

4.2 Experience and Qualifications

4.2.1 Prior Experience and References

The Court requires the vendor and its subcontractors to have prior experience in all aspects of the products and services described in this RFP for customers similar to or with relevance in the size, complexity and scope of this RFP.

Vendor shall:

Provide the Contact names, Company names, addresses, and telephone numbers or e-mail address for a minimum of five (5) customers for whom the vendor has provided similar products and services within the last 24 months. The vendor should include a brief description of the scope of products and services provided to the customer and the duration of the contract. The Court may contact some or all of the references provided in order to determine the vendor's performance record. The Court reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.

4.2.2 Subcontracts

If the vendor intends to subcontract, describe the vendor's experience with each of the proposed subcontractors. For each proposed subcontractor provide the names, contact name, addresses, and telephone numbers for a minimum of three (3) customer references, for products and services similar to those described in this RFP. The vendor should include a brief description of the scope of products and services provided to the customer and the duration of the contract.

4.3 Description of Proposed Program (Shall not exceed two pages)

4.3.1 Work Plan and Methodology

Vendor shall describe the details of the program and how the vendor intends to provide the requested products and service. The description shall include, but is not limited to the following:

- Details of Program
- Organization structure
- Identification of key personnel and their roles and responsibilities
- Communication process with the Court

4.3.2 Ordering Process

Describe the ordering process and the various options available (e.g., Internet access, telephonic, facsimile, etc.). **Please specifically list the lead time required for processing the order.**

4.3.3 Customer Service

Describe the level of customer service that will be provided, including procedures that will ensure consistency and problem escalation and resolution. The description should include, but is not limited to:

- Order Process
- Contact process (phone, email, fax, etc.)
- Follow up process
- Inventory control
- Internal procedures to track customer service contact and resolution
- Escalation process to resolve outstanding customer service issues

4.4 Budget Sheets – Attachment D (Quantities provided are estimates)

4.4.1 Government Rates

It is expected that all vendors responding to this solicitation will offer the vendor's government or most favorable comparable rates.

4.4.2 Pricing

Vendor must submit its cost to provide products and service following the format in Attachment D, Budget Sheet. Vendor will price file folders "per hundred". Vendor will price file jackets "per thousand". Pricing shall include all anticipated charges, including but not limited to, freight and delivery, cost of materials and product, tax, all other cost associated to the vendors product and service. All delivery will be made to 939 Main Street, lower level, interior delivery.

The Court will pay for any applicable State of California or local sales or use taxes on the products provided or the services rendered.

The prices proposed in the proposer's response will be valid for a minimum of 365 days after any award is made. The proposer's cost proposal must describe how future price increases will be minimized and capped and how both increases and decreases will be passed on to the Court if the award is renewed after the initial term. The proposer must explain the proposed process to implement price changes, and how the Court will be notified. Any price escalations must be clearly demonstrated to the Court by percentage change in supplier's cost based on supplier's invoice.

4.4.3 Start Date and Term of Award

The start date shall commence upon issue of award and continue through June 30, 2011. The award may be extended for up to (3) three additional one-year periods, upon successful negotiation of cost pass-through and service adjustments mutually agreeable to both parties. The Court has the option to re-issue a new RFP at any time.

4.5 Required Proposal Forms and Documents

4.5.1 Required Forms

- Company Background Information (Section 4.1)
- References (Section 4.2)
- Description of Proposed Program (Section 4.3)
- Description of How Future Prices Will Be Set (Section 4.4)
- Statement of Acceptance of Terms, in accordance with Section 4.5.2 – Attachment B
- Vendor Certification Form – Attachment C
- Budget Sheets – Attachment D
- Attach sample of each folder/jacket with color bars. Include one sample for each on attachment D, #1-15 and #21-25. Exclude Extra Volume File Folders #16-20.

4.5.2 Proposal Format

All proposals must be submitted on 8.5 x 11, unbound typed pages, with one inch margins, Single-spaced, single sided, and pages numbered sequentially.

4.5.3 Acceptance of Terms

The vendor's proposal must include a statement (Attachment B) as to whether the vendor accepts the Terms and Conditions in Attachment A or whether the vendor takes any exception to those terms. The vendor will be deemed to have accepted such terms and conditions, except as is expressly called out in the vendor's proposal. If exceptions are taken, vendor must submit a "redlined" version of the term or condition showing all modifications proposed by the vendor.

The vendor must provide an explanation as to why the modification is required. The vendor's willingness to accept the General Conditions, with minor clarifications, shall be an affirmative factor in the evaluation of the vendor's proposal.

Although the Court will consider alternate language proposed by a vendor, the Court will not be bound by language received as part of a prospective vendor's response. If the proposer requires that the Court be bound by some or all of the vendor's proposed language, the proposal may be considered non-responsive and may be rejected.

ATTACHMENT A

Terms and Conditions

ACCEPTANCE: BY DELIVERING THE ORDERED GOODS OR SERVICES, SELLER AGREES TO THE SPECIFICATIONS, TERMS, AND CONDITIONS SPECIFIED ON THE FACE AND REVERSE OF THIS DOCUMENT AND ANY REFERENCED DOCUMENTS (COLLECTIVELY, THE "ORDER"). SELLER'S ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS ARE EXPRESSLY EXCLUDED FROM THIS ORDER AND THE COURT DOES NOT AGREE TO SUCH TERMS OR CONDITIONS. THIS ORDER'S TERMS AND CONDITIONS MAY ONLY BE VARIED BY A WRITING SIGNED BY THE COURT'S DULY AUTHORIZED REPRESENTATIVE. SELLER MAY NOT ALTER, ADD TO, OR OTHERWISE MODIFY THESE TERMS AND CONDITIONS.

AUDIT RIGHTS: Seller agrees to maintain records relating to performance and billing by Seller under this Order for a period of three years after final payment. During the period of time that Seller is required to retain such records, the Court or its representative may, during normal business hours, inspect and make extracts or copies of such records and other materials for purposes of confirming the accuracy of invoices submitted hereunder.

CHANGES: No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the Court.

DELIVERY AND PACKING SLIPS: Time is of the essence to delivery and any other performance required of Seller. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or any other purpose shall be paid by the Court unless it is expressly included on the face of this Order. Unless stated otherwise in this Order, the shipping point for all deliveries under this Order shall be F.O.B. "Destination". Unless otherwise shown on this Order, on "F.O.B. Shipping Point" transactions, Seller shall arrange for lowest-cost transportation, prepay and add freight to its invoice, and furnish supporting freight bills over \$25. If delivery is to be made by a carrier, an itemized delivery ticket must be attached to the outside of the package. Each container must be marked with the Order number, part number and quantity. Any itemized packing slip bearing the Court's Order number as shown thereon must be left with the goods to insure their receipt.

INDEMNITY: SELLER SHALL INDEMNIFY AND HOLD HARMLESS THE COURT AND ITS OFFICERS, AGENT AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIABILITIES, COSTS AND EXPENSES ARISING OUT OF OR RESULTING IN ANY WAY FROM ANY DEFECT, WHETHER LATENT OR PATENT, IN THE GOODS OR SERVICES PURCHASED HEREUNDER OR FROM ANY ACT OR OMISSION OF SELLER, ITS AGENTS OR EMPLOYEES, INDEPENDENT CONTRACTORS OR SUBCONTRACTORS. THIS INDEMNIFICATION SHALL BE IN ADDITION TO THE WARRANTY OR OTHER OBLIGATIONS OF SELLER AND SHALL APPLY WITHOUT REGARD TO WHETHER THE CLAIM, DAMAGE, LOSS, LIABILITY, COST OR EXPENSES IS BASED ON BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY. THE INDEMNITY SHALL SURVIVE DELIVERY AND ACCEPTANCE OF GOODS OR SERVICES.

INFRINGEMENT PROTECTION: Seller shall hold the Court and its officers, agents, and employees harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, or patented or unpatented invention, article, or appliance furnished or used in connection with this Order.

INSPECTION AND ACCEPTANCE: Notwithstanding any prior inspection or payments, all goods and services delivered hereunder shall be subject to final inspection and acceptance or rejection by the Court at any time within thirty days after delivery to the Court. All items which are not in compliance with the specifications hereof, which are not as warranted or which are shipped late, shipped in excess or insufficient quantities or substituted for items ordered hereunder may be rejected by the Court and returned or held at Seller's expense and risk. Payment shall not constitute an acceptance of the material nor impair the Court's right to inspect or any of its remedies.

INSURANCE: Seller agrees, warrants and represents to the Court that Seller shall maintain adequate insurance to cover any liabilities that may occur in the performance of services and delivery of goods under this Order. Upon award, the successful proposer(s) will be required to provide a certificate of insurance. Seller further warrants and represents to the Court that Seller shall maintain adequate insurance to cover any public liability, property damage and/or automobile liability for any damage incurred with Seller's performance of any work on or about the Court's premises or third-party premises to which the goods and services are to be delivered as indicated on the face of this Order. Seller shall maintain proper Workers' Compensation Insurance covering all employees providing service or performing work under this Order.

INVOICES, PAYMENT AND SETOFF: The Court shall have no obligation to pay for any item until one original and two copies of a correct, itemized invoice for the item is received at the address shown on the face of this Order. Payment is due thirty days from receipt of a correct, itemized invoice. Each invoice shall be printed on Seller's standard printed bill form, and shall include at a minimum (i) the Order number, (ii) Seller's name and address, (iii) the nature of the invoiced charge, (iv) the total invoiced amount, and (v) such detail as is reasonably necessary to permit the Court to evaluate the goods received and the services performed, if any, including without limitation the number of hours worked and the applicable hourly rate. Amounts owed to the Court due to rejections of goods or services or discrepancies in an invoice shall be, at the Court's option, fully credited against future invoices payable by the Court, or paid by Seller within thirty days from Seller's receipt of a debit memo or other written request for payment by the Court. The Court shall have the right at any time to set off any amount owing from Seller to the Court against any amount payable by the Court pursuant to this Order or any other transaction or occurrence.

LEGAL COMPLIANCE: (a) Seller shall observe and comply with all federal, state, city, and local laws, rules, and regulations affecting goods and services under this Order. (b) Seller and its subcontractors, if any, shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), sex or sexual orientation. Seller shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Seller and its subcontractors, if any, shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (c) Seller shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 USC Sec. 012101 et seq.) which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.

MATERIAL SAFETY DATA SHEETS: If some or all of the goods being provided by Seller are on CAL OSHA's "Hazardous Substances List," Seller shall, upon request, forward a completed Material Safety Data Sheet (MSDS) to the Court.

RISK OF LOSS: Seller shall bear the risk of loss or damage to the ordered goods until Seller delivers the goods to the Court's place of business unless a different F.O.B. point is indicated on the face of this Order. Notwithstanding such delivery, Seller shall bear the risk of loss or damage to the goods purchased under this Order in the event of and from the time the Court gives notice of rejection or termination of this Order.

STATUS AS INDEPENDENT CONTRACTOR AND SUBCONTRACTS: Seller is an independent contractor and while performing work on or off the Court's premises neither it nor any of its agents or employees shall be considered agents or employees of the Court. Seller shall not subcontract or delegate its obligations under this Order without the prior written consent of the Court.

TERMINATION: The Court may terminate all or part of this Order for any or no reason at any time by giving notice to Seller. Should Court terminate this Order for convenience, the Court's liability shall be: (a) for standard or off-the-shelf products, a reasonable restocking charge not to exceed ten percent of the purchase price; (b) for custom products, the lesser of (i) a reasonable price for raw materials, components, work in progress, and any finished units on hand, or (ii) the price, set forth in this Order, per finished unit, after giving effect to any discount the Court would otherwise be entitled to. For termination of any separate services specifically ordered, liability shall be the lesser of (a) a reasonable price for the services rendered prior to termination, or (b) the price for the services. If any hourly or other time-based rate for services is specified in this Order, such rate shall be used in determining a reasonable price. Upon receipt of a termination notice, Seller shall, unless otherwise directed, cease work and follow the Court's directions as to work in progress and finished goods.

WARRANTIES: Seller warrants that all goods delivered shall (a) be free from defects in workmanship, material, and manufacture (including, without limitation, defects which could create a hazard to life or property); (b) be new, not refurbished or reconditioned, unless stated otherwise in this Order; (c) be of merchantable quality and shall be fit for the purposes intended by the Court to the extent disclosed by Seller; (d) comply with the requirements of this Order; and (e) comply with all applicable laws and regulations. Seller further warrants that all services shall be rendered in a good and workmanlike manner by skilled personnel in compliance with all applicable laws and regulations.

End of General Terms and Conditions

ATTACHMENT B

Statement of Acceptance of Terms and Conditions

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof (Attachment A), and that the undersigned's principal is fully bound and committed.

Company Name _____

Street Address _____

City _____

Signature _____

Printed Name _____

**ATTACHMENT C
VENDOR CERTIFICATION FORM**

I certify that neither _____ (Proposer) nor any of its proposed subcontractors are currently under suspension or debarment by any state or federal government agency, and that neither Proposer nor any of its proposed subcontractors are tax delinquent with the State of California. I have listed all contracts with government or commercial customers during the five years preceding submission of this Proposal.

I acknowledge that if Proposer or any of its subcontractors subsequently are placed under suspension or debarment by a local, state or federal government entity, or if Proposer or any of its subcontractors subsequently become delinquent in California taxes, our Proposal may be disqualified.

Signature

Printed Name

Title

Date

Attachment D Budget Sheets

1. Jail Criminal Felony Folders

Annual Filings	Description	Unit Price Per Hundred
1,800	FOLDER	
	Stock: 14 Pt. or 15 Pt. White	
	Overall Size: 9 1/2" x 12 1/8" x 2"	
	**Border: Dark Purple, See RFP attachment E	
	Ink: Black Ink	
	Bottom: 2" with fold for expansion, with mylar reinforcement	
	Tab: Interlocking double-reinforced right side tab	
	Fasteners: Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
	Pre-Printed 1: On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
	Pre-Printed 2: On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	
	LABEL	
	Colorbar type: 2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha: 3 single numeric, 1 double numeric	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
	Collation: Sequential - Beginning case numbering to be given at ordering	
	Bar coding sequence: Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
	Triple Alpha: JCF - Background Dark Purple - White Ink	

2. Mental Health File Folders

Annual Filings	Description	Unit Price Per Hundred
50	FOLDER	
	Stock: 14 Pt. or 15 Pt. White	
	Overall Size: 9 1/2" x 12 1/8" x 1"	
	**Border: Gray, See RFP attachment E	
	Ink: Black Ink	
	Bottom: 1" with fold for expansion, with mylar reinforcement	
	Tab: Interlocking double-reinforced right side tab	
	Fasteners: Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
	Pre-Printed 1: On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
	Pre-Printed 2: On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	
	LABEL	
	Colorbar type: 2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha: 3 single numeric, 1 double numeric	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
	Collation: Sequential - Beginning case numbering to be given at ordering	
	Bar coding sequence: Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
	Triple Alpha: EMH - Background Gray - Black Ink	

Attachment D Budget Sheets

3. Brawley Criminal Misdemeanor File Folders

Annual Filings	2,000		Unit Price Per Hundred
Description			
FOLDER			
Stock:	14 Pt. or 15 Pt. White		
Overall Size:	9 1/2" x 12 1/8" x 1"		
**Border:	Brown, See RFP attachment E		
Ink:	Black Ink		
Bottom:	1" with fold for expansion, with mylar reinforcement	Indicate Point Size	
Tab:	Interlocking double-reinforced right side tab		
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions		
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.		
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.		

LABEL			
Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid		
	Triple Alpha. 3 single numeric, 1 double numeric.		
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.		
Collation:	Sequential - Beginning case numbering to be given at ordering		
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H		
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G		
Triple Alpha:	BCM - Background Brown - White Ink		

4. Callexico Criminal Misdemeanor File Folders

Annual Filings	2,000		Unit Price Per Hundred
Description			
FOLDER			
Stock:	14 Pt. or 15 Pt. White		
Overall Size:	9 1/2" x 12 1/8" x 1"		
**Border:	Red, See RFP attachment E		
Ink:	Black Ink		
Bottom:	1" with fold for expansion, with mylar reinforcement	Indicate Point Size	
Tab:	Interlocking double-reinforced right side tab		
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions		
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.		
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.		

LABEL			
Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid		
	Triple Alpha. 3 single numeric, 1 double numeric.		
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.		
Collation:	Sequential - Beginning case numbering to be given at ordering		
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H		
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G		
Triple Alpha:	CCM - Background Red - Black Ink		

Attachment D Budget Sheets

5. El Centro Criminal Misdemeanor File Folders

Annual Filings	Description	Unit Price Per Hundred
3,000	FOLDER	
	Stock: 14 Pt. or 15 Pt. White	\$
	Overall Size: 9 1/2" x 12 1/8" x 1"	
	**Border: Blue, See RFP attachment E	
	Ink: Black Ink	
	Bottom: 1" with fold for expansion, with mylar reinforcement	Indicate Point Size
	Tab: Interlocking double-reinforced right side tab	
	Fasteners: Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
	Pre-Printed 1: On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
	Pre-Printed 2: On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	

Indicate Point Size

LABEL

Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid
	Triple Alpha, 3 single numeric, 1 double numeric.
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.
Collation:	Sequential - Beginning case numbering to be given at ordering
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G
Triple Alpha:	ECM - Background Blue - White Ink

6. Civil Limited File Folders

Annual Filings	Description	Unit Price Per Hundred
2,500	FOLDER	
	Stock: 14 Pt. or 15 Pt. White	\$
	Overall Size: 9 1/2" x 12 1/8" x 1"	
	**Border: Lavender, See RFP attachment E	
	Ink: Black Ink	
	Bottom: 1" with fold for expansion, with mylar reinforcement	Indicate Point Size
	Tab: Interlocking double-reinforced right side tab	
	Fasteners: Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
	Pre-Printed 1: On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
	Pre-Printed 2: On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	

Indicate Point Size

LABEL

Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid
	Double Alpha - Alpha position 1 is blank , 3 single numeric, 1 double numeric
	The Double Alpha begins on the top with the numerics below. See RFP attachment L for generic sample.
Collation:	Sequential - Beginning case numbering to be given at ordering
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H
	To be placed on the side color strip above the Double Alpha Characters. See RFP Attachment L
Double Alpha:	(blank) CL - Background Lavender - Black Ink

Attachment D Budget Sheets

7. Family Law file Folders

Annual Filings	Description	Unit Price Per Hundred
1,700	FOLDER	
	Stock: 14 Pt. or 15 Pt. White	
	Overall Size: 9 1/2" x 12 1/8" x 1"	
	**Border: Light tan, See RFP attachment E	
	Ink: Black Ink	
	Bottom: 1" with fold for expansion, with mylar reinforcement	
	Tab: Interlocking double-reinforced right side tab	
	Fasteners: Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
	Pre-Printed 1: On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
	Pre-Printed 2: On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	

LABEL

Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha, 3 single numeric, 1 double numeric.	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
Collation:	Sequential - Beginning case numbering to be given at ordering	
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
Triple Alpha:	EFL - Background Light Tan - Black Ink	

8. Family Support File Folders

Annual Filings	Description	Unit Price Per Hundred
1,800	FOLDER	
	Stock: 14 Pt. or 15 Pt. White	
	Overall Size: 9 1/2" x 12 1/8" x 1"	
	**Border: Tan, See RFP attachment E	
	Ink: Black Ink	
	Bottom: 1" with fold for expansion, with mylar reinforcement	
	Tab: Interlocking double-reinforced right side tab	
	Fasteners: Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
	Pre-Printed 1: On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
	Pre-Printed 2: On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	

LABEL

Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha, 3 single numeric, 1 double numeric.	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
Collation:	Sequential - Beginning case numbering to be given at ordering	
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
Triple Alpha:	EFS - Background Tan - Black Ink	

Unit
Price
Per Hundred

\$

Indicate Point Size

Unit
Price
Per Hundred

\$

Indicate Point Size

Attachment D Budget Sheets

9. Juvenile Delinquency File Folders

Annual Filings		Unit Price Per Hundred
300		\$
FOLDER		
Stock:	14 Pt. or 15 Pt. White	
Overall Size:	9 1/2" x 12 1/8" x 2"	
**Border:	Orchid pink - Pink with a blue hue, See RFP attachment K	
Ink:	Black Ink	
MARKED CONFIDENTIAL IN RED ON FRONT		
ABOVE PRE-PRINTED BOX - See RFP attachment K		
Bottom:	2" with fold for expansion, with mylar reinforcement	Indicate Point Size
Tab:	Interlocking double-reinforced right side tab	
Fasteners:	Two (2") Bonded Permcip Fasteners at #1 and #3 positions	
Pre-Printed 1:	On front of folder. Landscape. Centered. See RFP attachment K.	
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	
LABEL		
Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha, 3 single numeric, 1 double numeric.	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
Collation:	Sequential - Beginning case numbering to be given at ordering	
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
Triple Alpha:	JJL - Background Orchid Pink (Pink with a blue hue) - Black Ink	

10. Juvenile Dependency File Folders

Annual Filings		Unit Price Per Hundred
150		\$
FOLDER		
Stock:	14 Pt. or 15 Pt. White	
Overall Size:	9 1/2" x 12 1/8" x 2"	
**Border:	True pink, See RFP attachment K	
Ink:	Black Ink	
MARKED CONFIDENTIAL IN RED ON FRONT		
ABOVE PRE-PRINTED BOX - See RFP attachment K		
Bottom:	2" with fold for expansion, with mylar reinforcement	Indicate Point Size
Tab:	Interlocking double-reinforced right side tab	
Fasteners:	Two (2") Bonded Permcip Fasteners at #1 and #3 positions	
Pre-Printed 1:	On front of folder. Landscape. Centered. See RFP attachment K.	
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	
LABEL		
Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha, 3 single numeric, 1 double numeric.	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
Collation:	Sequential - Beginning case numbering to be given at ordering	
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
Triple Alpha:	JJP - Background True Pink - Black Ink	

Attachment D Budget Sheets

11. Adoption File Folders

Annual Filings

100

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8" x 2"
**Border:	Light pink, See RFP attachment K
Ink:	Black Ink
	MARKED CONFIDENTIAL IN RED ON FRONT
	ABOVE PRE-PRINTED BOX - See RFP attachment K
Bottom:	Flat - no expansion.
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Centered. See RFP attachment K.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.

LABEL

Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid
	Triple Alpha, 3 single numeric, 1 double numeric.
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.
Collation:	Sequential - Beginning case numbering to be given at ordering
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G
Triple Alpha:	EAD - Background Light Pink - Black Ink

12. El Centro Probate File folders

Annual Filings

150

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8" x 1"
**Border:	Green, See RFP attachment E
Ink:	Black Ink
Bottom:	1" with fold for expansion, with mylar reinforcement
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.

LABEL

Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid
	Triple Alpha, 3 single numeric, 1 double numeric.
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.
Collation:	Sequential - Beginning case numbering to be given at ordering
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G
Triple Alpha:	EPR - Background Green - Black Ink

Unit
Price
Per Hundred

\$

Indicate Point Size

Unit
Price
Per Hundred

\$

Indicate Point Size

Attachment D Budget Sheets

13. El Centro Civil Unlimited File folders

Annual Filings		Unit Price Per Hundred
600		
Description		
FOLDER		
Stock:	14 Pt. or 15 Pt. White	
Overall Size:	9 1/2" x 12 1/8" x 2"	
**Border:	Black, See RFP attachment E	
Ink:	Black Ink	
Bottom:	2" with fold for expansion, with mylar reinforcement	
Tab:	Interlocking double-reinforced right side tab	
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	

LABEL		Indicate Point Size
Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha, 3 single numeric, 1 double numeric.	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
Collation:	Sequential - Beginning case numbering to be given at ordering	
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
Triple Alpha:	ECU - Background Black - White Ink	

14. El Centro Habeas Corpus File Folders

Annual Filings		Unit Price Per Hundred
200		
Description		
FOLDER		
Stock:	14 Pt. or 15 Pt. White	
Overall Size:	9 1/2" x 12 1/8"	
**Border:	Aqua, See RFP attachment E	
Ink:	Black Ink	
Bottom:	Flat - no expansion	
Tab:	Interlocking double-reinforced right side tab	
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions	
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.	
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.	

LABEL		Indicate Point Size
Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid	
	Triple Alpha, 3 single numeric, 1 double numeric.	
	The Triple Alpha begins on the top with the numerics below. See RFP attachment G for generic sample.	
Collation:	Sequential - Beginning case numbering to be given at ordering	
Bar coding sequence:	Alpha numeric - same as folder sequence. Format 3 of 9 (or 39) - See RFP attachment H	
	To be placed on the side color strip above the Triple Alpha Characters. See RFP Attachment G	
Triple Alpha:	EHG - Background Aqua - Black Ink	

Attachment D Budget Sheets

15. Small Claims File Folders

Annual Filings

600

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8"
**Border:	Light green, See RFP attachment E
Ink:	Black Ink
Bottom:	Flat - no expansion
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.
LABEL	
Colorbar type:	2-sided mylar color strip labels attached to side of folder. See RFP Attachment M Color Grid
	Double Alpha - Alpha position 1 is blank , 3 single numeric, 1 double numeric
	The Double Alpha begins on the top with the numerics below. See RFP attachment L for generic sample.
Collation:	Sequential - Beginning case numbering to be given at ordering
Bar coding sequence:	Alpha numeric - same as folder sequence Format - See RFP attachment H.
	To be placed on the side color strip above the Double Alpha Characters. See RFP Attachment L
Double Alpha:	(blank) SC - Background Light green - Black Ink

Unit
Price
Per Hundred

\$

Indicate Point Size

16. 2 " Extra Volume File Folders

Annual Filings

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8" x 2"
**Border:	See chart below
Ink:	Black Ink
Bottom:	2" with fold with mylar reinforcement for expansion
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.
LABEL	
Colorbar type:	No strip label
Collation:	No collation
Bar coding sequence:	None
Alpha:	None

Unit
Price
Per Hundred

\$

Indicate Point Size

See RFP attachment E

Type	Border
JCF	Dark Purple
ECU	Black
Appeals	Orange

50

50

100

**Attachment D
Budget Sheets**

17. 2 " Extra Volume File Folders
Annual Filings

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8" x 2"
**Border:	See chart below
Ink:	Black Ink
	MARKED CONFIDENTIAL IN RED ON FRONT
	ABOVE PRE-PRINTED BOX - See RFP attachment K
Bottom:	2" with fold with mylar reinforcement for expansion
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Centered. See RFP attachment K.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.
LABEL	
Colorbar type:	No strip label
Collation:	No collation
Bar coding sequence:	None
Alpha:	None

See RFP attachment K

Type	Border
JJL	Orchid Pink
JJP	True Pink

25
25

Unit
Price
Per Hundred
\$

Indicate Point Size

Attachment D Budget Sheets

18. 1" Extra Volume File Folders Annual Filings

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8" x 2"
**Border:	See chart below
Ink:	Black Ink
Bottom:	1" with fold with mylar reinforcement for expansion
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.

LABEL

Colorbar type:	No strip label
Collation:	No collation
Bar coding sequence:	None
Alpha:	None

See RFP attachment E

Type	Border
EMH	Gray
BCM	Brown
CCM	Red
ECM	Blue
CL	Lavender
EFL	Beige
EFS	Tan
EPR	Green

10
25
25
25
10
25
25
25

Unit
Price
Per Hundred
\$

Indicate Point Size

Attachment D Budget Sheets

19. Flat Extra Volume File Folders

Annual Filings

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8" x 2"
**Border:	See chart below
Ink:	Black Ink
Bottom:	No expansion
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Black Ink. Centered. See RFP attachment E.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.
LABEL	
Colorbar type:	No strip label
Collation:	No collation
Bar coding sequence:	None
Alpha:	None

See RFP attachment E

Type	Border
ECH	Aqua
SC	Light green

10
10

Unit
Price
Per Hundred

\$

Indicate Point Size

20. Flat Extra Volume File Folders

Annual Filings

Description

FOLDER

Stock:	14 Pt. or 15 Pt. White
Overall Size:	9 1/2" x 12 1/8" x 2"
**Border:	See chart below
Ink:	Black Ink
MARKED CONFIDENTIAL IN RED ON FRONT	
ABOVE PRE-PRINTED BOX - See RFP attachment K	
Bottom:	No expansion
Tab:	Interlocking double-reinforced right side tab
Fasteners:	Two (2") Bonded Permclip Fasteners at #1 and #3 positions
Pre-Printed 1:	On front of folder. Landscape. Centered. See RFP attachment K.
Pre-Printed 2:	On inside of front cover. Portrait. Black Ink. Lower 4" of cover. See RFP attachment F.
LABEL	
Colorbar type:	No strip label
Collation:	No collation
Bar coding sequence:	None
Alpha:	None

See RFP attachment K

Type	Border
EAD	Light Pink

10

Unit
Price
Per Hundred

\$

Indicate Point Size

Attachment D Budget Sheets

21. Brawley Infraction Jackets

Annual Filings	Description	Unit Price Per Thousand
12,000	FOLDER	\$
	Stock: 9 Point, Manila	
	Back size: 6"x9 3/4"	
	Front size: 6" x 9 3/8	
	Pocket: ID 5" x 8 1/2" OD 5 1/2" x 9 1/8"	
	Pocket material: Poly patch pocket attached to the FRONT of the jacket. Poly patch opens on right side only.	
	Construction: Left side folded over, bottom attached with 1 1/4" flap, top and right side open	
	Border: None	
	LABEL	
	Colorbar type: 2-sided mylar color strip labels.	
	Label: 6 colorbar strip positioned at top with Triple Alpha Character to start at left. See RFP attachment	
	J for generic sample	
	Triple Alpha, 4 single numeric, 1 double numeric. See RFP attachment M for colors	
	Collation: Sequential - Beginning case numbering to be given at ordering	
	Triple Alpha: BTR - Background Brown - White Ink	

22. Calexico Infraction Jackets, 9 Pt Manila

Annual Filings	Description	Unit Price Per Thousand
11,500	FOLDER	\$
	Stock: 9 Point, Manila	
	Back size: 6"x9 3/4"	
	Front size: 6" x 9 3/8	
	Pocket: ID 5" x 8 1/2" OD 5 1/2" x 9 1/8"	
	Pocket material: Poly patch pocket attached to the FRONT of the jacket. Poly patch opens on right side only.	
	Construction: Left side folded over, bottom attached with 1 1/4" flap, top and right side open	
	Border: None	
	LABEL	
	Colorbar type: 2-sided mylar color strip labels.	
	Label: 6 colorbar strip positioned at top with Triple Alpha Character to start at left. See RFP attachment	
	J for generic sample	
	Triple Alpha, 4 single numeric, 1 double numeric. See RFP attachment M for colors	
	Collation: Sequential - Beginning case numbering to be given at ordering	
	Triple Alpha: CTR - Background red - Black Ink	

Attachment D Budget Sheets

23. El Centro Infraction Jackets, 9 Pt Manila

Annual Filings	Description	Unit Price Per Thousand
20,000	Stock: 9 Point, Manila	
	Back size: 6"x9 3/4"	
	Front size: 6" x 9 3/8	
	Pocket: ID 5" x 8 1/2 " OD 5 1/2" x 9 1/8"	
	Pocket material: Poly patch pocket attached to the FRONT of the jacket. Poly patch opens on right side only.	
	Construction: Left side folded over, bottom attached with 1 1/4" flap, top and right side open	
	Border: None	
	LABEL	
	Colorbar type: 2-sided mylar color strip labels.	
	Label: 6 colorbar strip positioned at top with Triple Alpha Character to start at left . See RFP attachment	
	J for generic sample	
	Triple Alpha, 4 single numeric, 1 double numeric. See RFP attachment M for colors	
	Collation: Sequential - Beginning case numbering to be given at ordering	
	Triple Alpha: ETR - Background blue - White Ink	

24. Juvenile Infraction Jackets, 9 Pt Manila

Annual Filings	Description	Unit Price Per Thousand
500	Stock: 9 Point, Manila	
	Back size: 6"x9 3/4"	
	Front size: 6" x 9 3/8	
	Pocket: ID 5" x 8 1/2 " OD 5 1/2" x 9 1/8"	
	Pocket material: Poly patch pocket attached to the FRONT of the jacket. Poly patch opens on right side only.	
	Construction: Left side folded over, bottom attached with 1 1/4" flap, top and right side open	
	Border: None	
	LABEL	
	Colorbar type: 2-sided mylar color strip labels.	
	Label: 6 colorbar strip positioned at top with Triple Alpha Character to start at left . See RFP attachment	
	J for generic sample	
	Triple Alpha, 4 single numeric, 1 double numeric. See RFP attachment M for colors	
	Collation: Sequential - Beginning case numbering to be given at ordering	
	Triple Alpha: JTR - Background Orchid pink (pink with blue hue) - Black Ink	

**Attachment D
Budget Sheets**

25. Winterhaven Infraction Jackets, 9 Pt Manila

Annual Filings

21,000

Description

Stock:	9 Point, Manila	Unit
Back size:	6"x9 3/4"	Price
Front size:	6" x 9 3/8	Per Thousand
Pocket:	ID 5" x 8 1/2 " OD 5 1/2" x 9 1/8"	\$
Pocket material:	Poly patch pocket attached to the FRONT of the jacket. Poly patch opens on right side only.	
Construction:	Left side folded over, bottom attached with 1 1/4" flap, top and right side open	
Border:	None	
LABEL		
Colorbar type:	2-sided mylar color strip labels.	
Label:	6 colorbar strip positioned at top with Triple Alpha Character to start at left . See RFP attachment	
	J for generic sample	
	Triple Alpha, 4 single numeric, 1 double numeric. See RFP attachment M for colors	
Collation:	Sequential - Beginning case numbering to be given at ordering	
Triple Alpha:	WTR - Background Green - Black Ink	

Vendor Signature

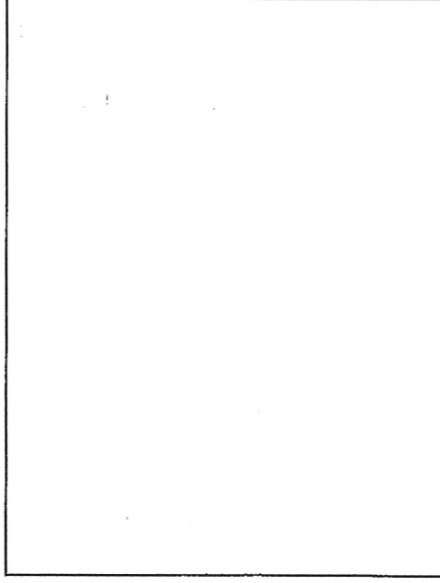
Date

Attachment E

Note: Not to size. Colored border extends to outside edge of file folder

1" border

Superior Court of the State of California, County of Imperial



1" border

1" border

UNAUTHORIZED REMOVAL OF
COURT RECORDS OR FILES FROM
THE JURISDICTION OF CLERK
OF THE SUPERIOR COURTS
IS A FELONY. Gov't Code 6200, 6201

1" border

Attachment F

Disqualified
Judge

Date

Party

CCP Code

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Disqualified
Judge

Date

Party

CCP Code

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attachment G

*Note - Bar coding strip does not need to be double sided. Bar code must be printed on top of the color strip



Magnetic Bar Coding Strip:
Length: 1- 3/4"
Width: 5/8"

Color Bar Size:

Length: 5 - 1/2"

Width: 1- 1/2"



Attachment H



Bar code reads - ECM31593

Infraction Jackets



Length: 5 - 1/2"
Width: 1 - 1/2"

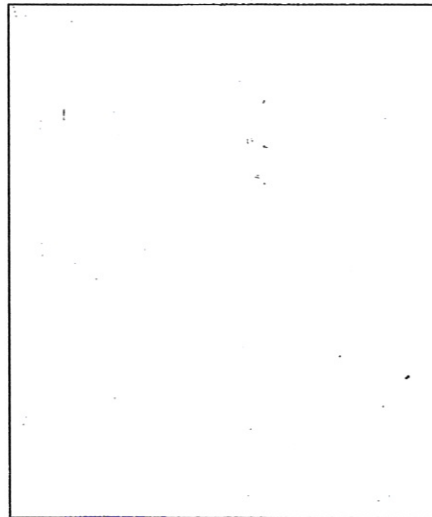
Attachment K

Note - Not to size. Colored border extends to outside edge of file folder.

1" border

Superior Court of the State of California, County of Imperial

Confidential



1" border

1" border

UNAUTHORIZED REMOVAL OF
COURT RECORDS OR FILES FROM
THE JURISDICTION OF CLERK
OF THE SUPERIOR COURTS
IS A FELONY. Gov't Code 6200, 6201

1" border

Attachment L

*Note - Bar coding strip does not need to be double sided. Bar code must be printed on top of the color strip



Magnetic Bar Coding Strip:
Length: 1- 3/4"
Width: 5/8"

Color Bar Size:

Length: 5 - 1/2"

Width: 1- 1/2"

**Note 1st character is left blank



Attachment M Color Grid

Color grid - File folders

Locations	Jail	Mis- demeanor	Mental Health	Civil Limited	Family Law	Family Support	Juvenile Del.	Juvenile Dep.	Adoption	Probate	Civil Unlimited	Habeas Corpus	Appeals	Small Claims	Infraction Jackets
Brawley		BCM Brown		CL Lavendar										SC Light green	BTR Brown
Calexico		CCM Red		CL Lavendar										SC Light green	CTR Red
El Centro		ECM Blue	EMH Gray	CL Lavendar	EFL Light Tan	EFS Tan	JJL Orchid Pink *Pink with Blue Hue	JJP True Pink	EAD Light Pink	EPR Green	ECU Black	EHC Aqua	Orange	SC Light green	ETR Blue
Juvenile															JTR Orchid Pink *Pink with Blue Hue
Jail	JCF Dark purple														
Winterhaven														SC Light green	WTR Green

Color grid - Numbering scheme

0	1	2	3	4	5	6	7	8	9
Gold	Blue	Salmon	Plum	Orange	Rust	Green	Gray	Red	Black

Please note: White lettering is requested in Blue, Black, Dark Purple and Brown background

ETR 2 2 8 7 36

Example only - See Attachment D #21-25 for correct ink and background information and attachment J for generic sample of Infraction jacket labels

Insert Citation into clear pocket here



Folder Opening

